

How to Apply for a CEU Program:

1. All Continuing Educational Classes **MUST** be applied for through the Office of Emergency Medical Services (OEMS).
2. Complete the application for CEU approval. (Can be found on our website)
 - a. Must have all information filled in.
 - b. Exact Instructor's name and class location must be on application.
 - c. No class can go over 8 hours in a 24-hour period.
3. Submit the application as either a pre-approved, previously approved, or new.
 - a. **Pre-Approved:**
 - i. Refers to those courses that OEMS has already reviewed their syllabus and course content, and have assigned the appropriate credits to.
 - ii. A list of these courses can be found on our website.
 - iii. By using a pre-approved class you agree to teach the course content as the sponsoring agency has outlined with no changes. If you change any part of the class you must submit the course as a new class and not under the pre-approved number.
 - b. **Previously Approved:**
 - i. Refers to courses that were at one point new but have been reviewed by OEMS and assigned a CEU value.
 - ii. These courses are site specific to the training center. The training center is only allowed to use that number for reference.
 - iii. If you want to teach a class that another training center has created you must supply a letter with your application that gives you permission to use their course.
 - c. **New:**
 - i. Refers to courses that have never been approved by OEMS before.
 - ii. Along with the application a copy of the following must be supplied;
 1. Course Outline and Objectives
 2. Course Schedule
 3. All instructor and teacher handouts
 4. List of references (where did you get your info)
 5. Copy of Practical or Written Tests (if applicable)
4. Along with application you need to submit a copy of the instructor(s) certification.
5. The application must be in OEMS' office within thirty days prior to the start of your class. (Note: It takes approximately 7-10 days for mailed application to reach OEMS)
6. Application can be mailed, faxed, or emailed. (Only send application once)
 - a. **Email:** (Contact OEMS for appropriate address) or;
 - b. **Fax:** 609-633-7954 or;
 - c. **Mail:** NJDHSS, OEMS, PO Box 360, Trenton, NJ 08625-0360
7. If an application is denied a letter along with the application will be returned via mail to the training site.
8. If the course is approved the assigned number will be placed on our website at **<http://www.state.nj.us/health/ems/courses/coursesearch.htm>**
9. If you do not see your course on the website and/or have not received a denial letter two weeks prior to the start of the class, contact OEMS to determine the status of the class. No class can be issued credit once it has begun.